

5022 - FIREARMS SPECIALIST

NATURE OF WORK

This is highly responsible, advanced technical and mechanical work with some administrative responsibility in the planning, development, revision, administration, and evaluation of in-service training and qualifications programs for safe and effective firearms and special weapons use in the Police Department. Employee insures that they and all sworn personnel are trained in current procedures, especially for critical situations involving the preservation of life and property including quick and appropriate responses even under stressful and emergency circumstances. An employee in this class assists in researching, implementing, and assessing the need for and effectiveness of new and on-going training programs. Incumbent is the departmental resource person and testifies as an expert witness for weapons related matters. Work also includes maintaining the department's range, armory, and ammunition vault.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

Conducts training and qualifying programs, including SWAT, in accordance with accepted policy and procedures.

Researches, plans, develops, implements, and revises training programs for all phases of the care, cleaning, and the safe and effective use of all departmental firearms and special weapons.

Researches, participates in training, and maintains contacts to remain informed on current developments, programs, and procedures; incorporates such in training.

Establishes standards and evaluates training and participants to determine effectiveness of training, attainment of training goals and performance levels, and need for additional training.

Consults with supervisor, department administration, and others to determine training needs, objectives, and relative priorities; recommends weapons related training revisions, additional training, policy, and procedures.

Compiles and evaluates data and observations to prepare comprehensive narrative and statistical reports, both verbally and in writing, including effective testimony as an expert witness.

Develops and maintains records, files, and logs pertaining to range, training, armory, and related activities.

Maintains and repairs all Police Department issued weapons.

Operates, maintains, and repairs range and armory.

Assists in researching, evaluating, and selecting firearms, special weapons, and associated rts, equipment, ammunition, and supplies.

Performs ballistics tests.

Disseminates information, resolves problems, and offers guidance to sworn personnel regarding weapons.

Performs other related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Extensive knowledge of effective and safe practices and procedures needed to operate, repair, and maintain range and armory.

Extensive knowledge of the safe and effective care, cleaning, and use of all Police Department firearms and special weapons.

Considerable knowledge of current relevant local educational resources and other sources of information.

Considerable knowledge of applicable federal, state, local, and departmental laws, ordinances, regulations, policies, and procedures.

Thorough knowledge of adult education theories, techniques, and practices.

Ability to conduct formal and informal group and individual weapons training and qualifying programs to all levels of sworn Police Department personnel.

Ability to establish and maintain effective working relationships with administration, supervisors, other employees, representatives from other agencies, and the general public.

Ability to prepare clear, concise comprehensive narrative and statistical reports including testimony, both verbally and in writing, and to maintain detailed accurate records.

Ability to understand, retain, apply, and instruct others in detailed and complex written, verbal, and observed procedures, information, regulations, and guidelines as applied to a variety of situations.

Ability to research and analyze and to instruct others in analyzing information from a variety of sources, assess situations, use sound judgment in drawing valid conclusions, and quickly and calmly take appropriate actions in a variety of situations which may include life or death decisions.

Ability to effectively prioritize duties when dealing with numerous functions simultaneously.

Ability to establish and recommend policy, procedures, standards, training needs, and objectives. Ability to evaluate the performance of equipment and personnel to determine effectiveness of policies, procedures, and training; to evaluate the need for training development, revisions, and supplements; and to evaluate the advisability of purchasing specific weapons, and related equipment and supplies.

Ability to research, plan, develop, implement, and revise training and qualifying programs; and to develop or compile and utilize demonstrations, classroom lectures, seminars, supervised hands-on training, training objectives, course content and outlines, lesson plans, training aids, etc.

Skill in disassembling, inspecting, adjusting, maintaining, and repairing all departmental weapons in accordance with factory specifications and appropriate regulations.

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Skill in the use of all departmental weapons.

MINIMUM REQUIREMENTS

Two (2) years full - time experience in the repair and use of auto-pistols, shotguns, submachine guns and rifles. Two (2) years full - time firearms instructor experience including tactical submachine gun training. Employee has total responsibility for obtaining (prior to completion of probationary period) and maintaining Florida Department of Law Enforcement Firearms Instructor certification. Factory certified armorer for Sig Sauer auto-pistols. Employee has total responsibility for obtaining factory armorer certification for H & K MP5 submachine guns prior to completion of probationary period. Driver's license. Obtain and maintain related certifications as required by the Department.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. Physical capability to safely handle a variety of firearms and to maintain firing range. No significant standing, walking, moving, bending, or kneeling; some climbing, carrying, crawling, reaching, handling, sitting, standing, pushing, and pulling.

SUPERVISION RECEIVED

General and specific assignments are received from a sworn Police Department supervisor assigned as range master. Work is performed under little directive supervision with some latitude for the use of independent judgment in the selection of work methods and is evaluated for timely progress, compliance with departmental standards, and quality of results in meeting goals and objectives.

SUPERVISION EXERCISED

Usually none.

Rev. 4/96 (minimum req.)